



COMMERCIAL TENANT IMPROVEMENT SUBMITTAL CHECKLIST

The checklist below identifies elements and information necessary for a successful application submittal for a tenant improvement building permit.

Any tenant improvement, regardless of size, which affects life/safety or structural systems of a building shall be constructed pursuant to plans prepared and stamped by a licensed architect or engineer.

If you think an item on this checklist is not applicable to your project, please bring this to the attention of staff in advance of the submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing and will be returned to the applicant. Submittals must be made in person.

The information on this checklist is not meant to be all inclusive and additional materials may be required as review proceeds.

A completed copy of this checklist must be submitted with your application and include documentation of the reason any item on the checklist is not provided.

General

- ☐ Completed building permit application
- ☐ Plan review fees, collected at application and payable by cash, check or credit card
- ☐ Completed copy of this checklist (one copy)

- ☐ Certificate of sewer availability (one copy)
- ☐ Certificate of water availability (one copy)
- ☐ Copy of current Washington State Contractors' registration when a contractor will be performing the work
- ☐ Letter from building owner or a copy of the lease stating that proposed work is allowed (one copy)
- ☐ Structural calculations stamped by Washington State registered engineer (2 copies)
- ☐ Washington State Non-Residential Energy Code Compliance Form (two copies)
- ☐ King County Health Department approval (for restaurant uses) (one copy)
- ☐ Hazardous Materials Inventory Sheet (HMIS) (two copies)
- ☐ Construction drawings to include the following as needed to show the scope of proposed work (two copies):
 - ☐ Site Plan
 - ☐ Floor Plan
 - ☐ Structural Plan
 - ☐ Framing Plan
 - ☐ Ceiling Plan

Site Plans

- ☐ Drawn to a minimum scale of 1"=20'
- ☐ North arrow
- ☐ Tenant name
- ☐ Tenant use proposed

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- ☐ Site address, with suite number
- ☐ Tax parcel number
- ☐ Zoning
- ☐ Lot lines, dimensions and area
- ☐ Adjacent streets, labeled
- ☐ Easements
- ☐ Building shell footprint, with area and dimensions
- ☐ Location of tenant space within the building shell, with area and dimensions
- ☐ Parking lot layout showing parking stalls and drive aisles
- ☐ Number and size of existing on-site parking stalls, including standard, compact and ADA stalls
- ☐ Location of new or replacement ground and roof-mounted mechanical equipment
- ☐ Location, size and design of trash and recycling dumpster enclosure

Floor Plans

- ☐ As needed to show the scope of the proposed construction
- ☐ Scale of 1/4" = 1 foot
- ☐ Drawn to scale
- ☐ Use and size of each room
- ☐ Location of exits
- ☐ Location, size and type of windows, safety glazing and doors
- ☐ Location of plumbing and heating fixtures and equipment
- ☐ Location of all switches, outlets, receptacles and electric appliances.
- ☐ Location of smoke detector, plumbing and heating fixtures and equipment

- ☐ Demonstrate accessibility compliance per WAC 51-50

Structural Plans

- ☐ Plans stamped by a licensed engineer for any improvement, regardless of size, which affects life/safety or structural systems of a building (two copies)

Framing Plans

- ☐ As needed to show the scope of the proposed construction
- ☐ Scale of 1/4" = 1 foot
- ☐ Size, species, grade, spacing, span and height of all framing members
- ☐ Number and sizes of nails connecting wood members or include on drawings the IBC Table 2304.9.1
- ☐ Unconventional framing must be designed and stamped by a licensed structural engineer
- ☐ Details of any special connection method

Ceiling Plans

- ☐ As needed to show the scope of the proposed construction
- ☐ Location of light fixtures, pathway lighting and exit signs
- ☐ Fire alarm detectors and sprinkler heads

If you have questions, please contact the Department of Public Works and Community Development at 425-413-8800.